



Board of Trustees **MINUTES**

May 5, 2021 • 8:00 a.m. • Virtual Format

The Clovis Community College Board of Trustees held its regular monthly meeting on Wednesday, May 5, 2021, at 8:00 a.m. via Zoom. This meeting was held virtually due to the prohibition of mass gatherings because of the COVID-19 pandemic.

MEMBERS PRESENT

Board members Lora Harlan, Laura Leal, Terry Martin, and Arnold Martinez were all present via virtual meeting access from their respective homes. Trustee Carolyn Spence was absent.

MEETING PARTICIPANTS

Clovis Community College employees participated in the meeting via virtual access. Charles Nwankwo, Robin Jones, Norman Kia, Robin Kuykendall, Heather Lovato, Mindy Watson, Corey Isaacs, Kari Smith, Kellyann Weber, and Beverly Aragon participated from their respective offices. CCC's legal counsel, Kameron Barnett, participated from his office.

VIRTUAL ATTENDANTS

Based on details from the Zoom attendance report, virtual meeting attendants were Scott Arnett, Joleen Borja, April Chavez, Bob Dart, Ricky Fuentes, Nancy Meadows, Marcus Smith, Katrina Walley, Laura White, and Kevin Wilson.

ROUTINE MATTERS

Declare a Quorum:

Madam Chair Harlan called the meeting to order at 8:03 a.m. and declared a quorum.

Approval of Agenda:

The agenda was approved as submitted.

ACTION: Leal moved to approve the agenda as submitted. Martin seconded and upon roll call vote the motion carried (4-0).

Approval of Minutes:

The Board approved the minutes of April 7, 2021 as submitted.

ACTION: Martinez moved to approve the minutes of April 7, 2021 as submitted. Martin seconded and upon roll call vote the motion carried (4-0).

Faculty NISOD Awards:

The Board recognized the following as outstanding faculty members of Clovis Community College and recent recipients of the National Institute of Staff and Organizational Development (NISOD) teaching excellence award:

Mr. Paul Blair, Instructor in Automotive Technology
Mr. Brandon Finney, Instructor in Mathematics
Ms. Melanie Lotz, Instructor in Cosmetology

ACTION: No action was requested of the Board of Trustees.

Outstanding Employee Awards:

Clovis Community College established an Outstanding Employee Award to acknowledge a faculty member, a professional employee, and a support employee who consistently make positive and significant contributions to the College through attitude and performance. The employees are recognized and presented with a “Duggie” award at Skillfest each year. The Board recognized the following 2021 award recipients:

Mr. Simon Chavez, Instructor in Communication
Mr. Bob Dart, Education Systems Technologist
Mr. Bill Cheville, Senior Custodian

ACTION: No action was requested of the Board of Trustees.

Employee Service Awards:

Clovis Community College employees who have served in five-year increments are recognized and awarded service pins at Skillfest each year. The Board recognized the following employees for their dedicated service:

Five Years of Service – Ms. Autumn Anderson, Mr. Dominique Chairez, Mr. Bob Dart, Ms. CaSandra Hernandez, Ms. Amanda Lamb Rupe, Mr. Lawrence Ortiz, Dr. Al Potthoff, Ms. Alice Ravan, Ms. Melissa Reed, Mr. Gabriel Robertson, Mr. Ben Trujillo, and Ms. Julie Wampler.

Ten Years of Service – Mr. James Annonson.

Fifteen Years of Service – Ms. Darlene Brown, Ms. Nikkei Cardenas, Mr. Larry Jones, Ms. Nancy Meadows, Ms. Rachel Page, and Mr. Michael Powers.

Twenty Years of Service – Mr. Paul Blair, Ms. Dannette Ewers, Dr. Robin Kuykendall, Dr. Paul Nagy, and Ms. Monica Turner.

Twenty-Five Years of Service – Ms. Beverly Aragon.

ACTION: No action was requested of the Board of Trustees.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS Instructional Matters

Upward Bound Program Review:

Clovis Community College implemented a TRIO Upward Bound program in September 2007. The program serves high school students who meet specific criteria for admission to the program. The program operates in a five-year grant cycle with the current cycle running from 2017 to 2022. Ms. Kellyann Weber, Upward Bound Director, presented a program review for the current academic year. She also discussed how the program has continued to be successful while maintaining COVID-safe protocols.

ACTION: No action was requested of the Board of Trustees.

Spring 2021 Graduation List:

The Spring 2021 graduation list includes 161 associate degree earners, 73 certificates of completion and 97 certificates of achievement, for a total of 331 graduates. A commencement ceremony recognizing graduates from the 2019-2020 and 2020-2021 academic years will be held at 6:00 p.m. on Friday, May 14, 2021 at Curry County Events Center. The event will be held with COVID-safe protocols as outlined in the public health order based on Curry County's current state designation of Turquoise Level. It was requested that the Board approve the Spring 2021 graduation list as

submitted.

ACTION: Martin moved to approve the Spring 2021 graduation list as submitted. Martinez seconded and upon roll call vote the motion carried (4-0).

NEW BUSINESS Non-Instructional Matters

Quarterly Financial Report for Third Quarter FY 2021:

The Board was presented with Clovis Community College's Quarterly Financial Report for third quarter of fiscal year 2021, which includes Statement of Net Position; Statement of Revenues, Expenses, and Changes in Net Position; Statement of Cash Flows; and Schedule of Budgeted and Actual Revenues and Expenses.

ACTION: No action was requested of the Board of Trustees.

Financial Actions Report for Third Quarter FY 2021:

The Board was presented with a copy of the Financial Actions Report for the third quarter of fiscal year 2021. It was requested that the Board approve the report for final submission to the New Mexico Higher Education Department.

ACTION: Leal moved to approve the Financial Actions Report for third quarter of fiscal year 2021 as submitted. Martin seconded and upon roll call vote the motion carried (4-0).

Science Rooms Renovation (Phase 2) Project Request:

As part of the New Mexico Higher Education Department's process, an institution's capital project proposal must be approved by its Board prior to seeking approval by the capital projects committee. Clovis Community College identified the need to renovate existing science classrooms 201, 210, and 212. The scope of work includes replacement of existing electrical, mechanical, and plumbing systems as required to meet modern lab conditions and loads. This project also includes updated student and instructor tables with impervious work surfaces, non-pervious flooring, eye wash and shower stations, ventilation hoods, and emergency cutoff switches. The funding for this project is being provided by a USDE Developing Hispanic Serving Institutions Title V Grant. It was requested that the Board approve the Science Rooms Renovation (Phase 2) Project Request for submission to the New Mexico Higher Education Capital Projects Committee and approve the subsequent award of this contract to Nick Griego & Sons Construction, Inc., in the amount of \$424,095.69, through Cooperative Education Services Contract No. 2021-10-G1126-356. Contract award is contingent upon approval by the New Mexico Higher Education Department Capital Projects Committee.

ACTION: Martinez moved to approve the Science Rooms Renovation (Phase 2) Project Request for submission to the New Mexico Higher Education Capital Projects Committee and approve the subsequent award of this contract to Nick Griego & Sons Construction, Inc., in the amount of \$424,095.69, through Cooperative Education Services Contract No. 2021-10-G1126-356. Martin seconded and upon roll call vote the motion carried (4-0).

Five-Year Capital Projects Plan:

As part of the New Mexico Higher Education Department's process, an institution's capital project plan must be approved by its Board annually. The Board was presented with the plan, which summarizes the projects as they relate to Clovis Community College's updated priorities. The projects are prioritized based on the institution's Master Plan completed in 2015 and coincide with the Higher Education Department's directive to

focus on existing campus infrastructure. It was requested that the Board approve the updated Five-Year Capital Projects Plan as presented for submittal to the New Mexico Higher Education Department.

ACTION: Martin moved to approve the updated Five-Year Capital Projects Plan as presented for submittal to the New Mexico Higher Education Department. Leal seconded and upon roll call vote the motion carried (4-0).

*Drainage Improvement
Project Submittal:*

As part of the New Mexico Higher Education Department's process, an institution's capital project proposal must be approved by its Board prior to its submission for consideration for funding. Clovis Community College completed the evaluation and specification for the scope of work on the Drainage Improvement Project Submittal. This project focuses on addressing 20,450 square feet of drainage issues across various areas on campus and coincides with the Higher Education Department's directive to focus on existing campus infrastructure. The total estimate for this project is \$780,000, with \$585,000 being requested from the State, and the College's 25% matching portion being \$195,000. This project is being requested for approval in the fiscal year 2023 funding cycle and the next step in the process is to present the project for approval to the New Mexico Capital Projects Committee. This approval process does not obligate the College to a contract for construction. Once this step is completed, the project will be included for consideration in fiscal year 2023 funding. Once funding has been approved, the College will initiate a competitive bidding or proposal process, and once a contractor has been selected, the project will come back to the Board for approval. It was requested that the Board approve the capital project submittal for Drainage Improvement for submission to the New Mexico Higher Education Capital Projects Committee.

ACTION: Martin moved to approve the capital project submittal for Drainage Improvement for submission to the New Mexico Higher Education Capital Projects Committee. Martinez seconded and upon roll call vote the motion carried (4-0).

*North and West Parking Lots
Improvement Project
Submittal:*

As part of the New Mexico Higher Education Department's process, an institution's capital project proposal must be approved by its Board prior to its submission for consideration for funding. Clovis Community College completed the evaluation and specification for the scope of work on the North and West Parking Lots Improvement Project Submittal. This project focuses on renovating 220,152 square feet of the north and west parking lots and coincides with the Higher Education Department's directive to focus on existing campus infrastructure. The total estimate for this project is \$1,551,000, with \$1,163,250 being requested from the State, and the College's 25% matching portion being \$387,750. This project is being requested for approval in the fiscal year 2023 funding cycle and the next step in the process is to present the project for approval to the New Mexico Capital Projects Committee. This approval process does not obligate the College to a contract for construction. Once this step is completed, the project will be included for consideration in fiscal year 2023 funding. Once funding has been approved, the College will initiate a competitive bidding or proposal process, and once a contractor has been selected, the project will come back to the Board for approval. It was requested that the Board approve the capital project submittal for North and West Parking Lots Improvement for submission to the New Mexico Higher Education Capital Projects Committee.

ACTION: Martin moved to approve the capital project submittal for North and West Parking Lots Improvement for submission to the New Mexico Higher Education Capital Projects Committee. Martinez seconded and upon roll call vote the motion carried (4-0).

*Clovis Community College
Board Policy Manual:*

The Board of Trustees held a Study Session on April 23, 2021 for the purpose of reviewing the Clovis Community College Board Policy Manual. The final version was presented to the Board. It was requested that the Board approve the Clovis Community College Board Policy Manual as submitted.

ACTION: Leal moved to approve the Clovis Community College Board Policy Manual as submitted. Martin seconded and upon roll call vote the motion carried (4-0).

OTHER BUSINESS

President's Remarks:

Dr. Charles Nwankwo noted that this time of year is a very busy one. The faculty, students, and staff are working hard as the end of the Spring semester nears and everyone is excitedly preparing for the upcoming commencement ceremony.

Clovis Community College's involvement in the ERP Shared Services project continues with multi-day presentations by potential vendors. This is a very critical and time-involved process, and Dr. Nwankwo commended the staff for their commitment to this endeavor.

The College recently issued 160 Pathway Scholarships to high school seniors. Additionally, CCC is excited to host COVID-safe campus tours to local area high school seniors in the coming weeks.

Registration for both the Summer and Fall semesters is ongoing. The College will pilot COVID-safe operating processes this summer to prepare for what will hopefully be a full campus re-opening this fall.

The College continues to make progress on the Higher Learning Commission reaffirmation accreditation process, which will be evaluated by peer review in February 2022.

Dr. Nwankwo noted the passing of Mrs. Pauline Hudson. She was among the founding staff of ENMU-Clovis, which later became Clovis Community College. He recently spoke with her sons and extended condolences on behalf of the CCC family.

Dr. Nwankwo's remarks concluded with a review of the calendar of virtual events for the month of May.

ACTION: No action was requested of the Board of Trustees.

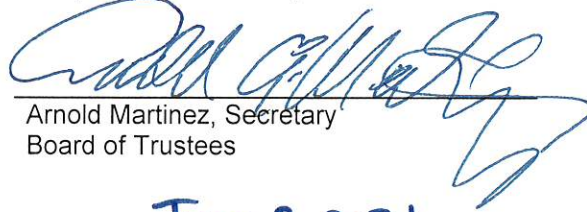
ANNOUNCEMENTS

The next regular Board meeting will be held in a virtual format on June 2, 2021, at 8:00 a.m.

The meeting adjourned at 8:59 a.m.

ACTION: Martin moved to adjourn the meeting. Martinez seconded and upon roll call vote the motion carried (4-0).

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Arnold Martinez", is written over a horizontal line.

Arnold Martinez, Secretary
Board of Trustees

Approved June 2, 2021